

## **HR Forms Submission**

To submit the completed Open Enrollment Benefits Worksheet and/or the HealthCare/Dependent Care Spending Enrollment Form, send via MOVEit Transfer found in myCI to Kim Sones at [Kimberly.sones@csuci.edu](mailto:Kimberly.sones@csuci.edu) or Diana Enos at [diana.enos@csuci.edu](mailto:diana.enos@csuci.edu) with all required supporting documentation.

## **MOVEit Instructions**

1. Go to myCI and select MOVEit Transfer
2. Go to Getting Started and click on link to automatically register
3. Login using SSO
4. Select "Send Package"
5. Fill in the recipient name: [Kimberly.sones@csuci.edu](mailto:Kimberly.sones@csuci.edu)
6. Fill in the subject and notes and attach the required files
7. Check "Delivery Receipt(s)"
8. Click the "Send" box